



Education & Skills  
Funding Agency

# Apprenticeship data: course directory provider portal user guide

Version 5

October 2017

Of interest to apprenticeship training providers.

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# 1. Introduction

The apprenticeship service will allow employers to choose and pay for the apprenticeship training they want and will support the uptake of apprenticeships. The service is designed for employers, with information coming from a range of different sources, including training providers.

A key part of the apprenticeship service will be an online search facility for employers to find suitable apprenticeship standards or frameworks by pathway and to identify approved training providers who can deliver that training. We have developed a new, separate apprenticeship data collection in the course directory provider portal so that training providers can enter apprenticeship information. This document includes the information and guidance training providers will need to supply the apprenticeship information that needs to appear on the apprenticeship service.

In this document where we use the term 'you', we mean training providers who wish to deliver apprenticeship training.

As a training provider we will ask you to provide information about your organisation, the locations or geographical areas you work in and the apprenticeships you offer in those locations. You will need to make sure that the information you supply to the apprenticeship service, including any links to websites, is **suitable for employers**.

We recommend that Management Information staff work with their marketing or business development colleagues on this data collection. Please refer to the [course directory provider portal: content guidance](#) for further information.

If you need help with accessing the course directory provider portal and submitting your apprenticeship data, please email the [course directory support desk](#) or call 0844 8115073.

## 1.1. Who can enter data?

**You can enter data if you are on, or apply to be, a [main provider](#) on the register of apprenticeship training providers (RoATP).**

The new apprenticeship funding system was introduced in May 2017. Employers that pay the apprenticeship levy can select from training providers who are on the RoATP. If you are on, or apply to be a main provider on the RoATP, you must provide your apprenticeship information to the course directory provider portal.

If you provide apprenticeship training through a subcontractor(s), you may wish to also include the subcontracted training. You must submit the subcontractor's apprenticeship data under **your own course directory account**. You **must not** pass on log-in credentials to any other organisations.

If you are on, or apply to be on, the RoATP through the [employer-provider route, or the supporting route](#), you do not need to provide your apprenticeship information to the course directory provider portal because your information will not be visible in the apprenticeship service.

## 1.2. How will my details be presented?

The screenshot below is an example of how your information will be presented in the apprenticeship service. On pages 4 and 5 we also provide information about the items numbered in the screenshot and how they are populated in the table.

**Find apprenticeship training**

**BETA** This is a new service – your [feedback](#) will help us to improve it.

**1**

**ABC Training Limited**

**2**

**Training information**

**Apprenticeship:** Manufacturing engineer

**Level:** 6 (equivalent to bachelor's degree)

**Training options:**

- day release
- block release
- at your location

[Explain training options](#)

**4**

**Day release:** for example one day a week at the training provider's location.

**Block release:** for example 3-4 weeks at the training provider's location.

**At your location:** the training provider comes to your workplace.

**3**

**Contact details**

**Website:**  
[ABC Training Limited website](#)

**Phone number:**  
01234 567890

**Email:**  
[contactus@abc-ltd.co.uk](mailto:contactus@abc-ltd.co.uk)

**Contact page:**  
[contact this training provider](#)

**Address:**  
Erdington Training Academy, 128  
CECIL ROAD, ERDINGTON,  
BIRMINGHAM, B24 1AA

**5**

**Achievement rates:** Achievement average: no data available

**6**

**About the apprenticeship:**  
ABC Training has four learning centres across the Midlands all fitted out with modern, well-equipped classrooms and workshops.

Your Manufacturing Engineer apprentices will benefit from:

- the highest quality of teaching by qualified and experienced industry experts
- classroom-based study using the latest computer-aided programmes
- high-tech, well-equipped workshops where 'hands-on' skills will be honed

At ABC Training, an account manager is always on hand to answer any questions about the training we offer.

Your account manager can arrange for training to take place at any of your locations such as your head office, a branch or other workplace.

## 7 Provider information

ABC Training is based in Birmingham, providing specialist training in engineering for 25 years.

Our team of trainers has been recruited from the automotive, manufacturing, aviation, energy and marine sectors, and more.

This means we can offer role-specific training from industry professionals, each with more than 10 years' experience in their chosen fields.

We offer a bespoke service that can be tailored to suit your business and caters for individuals as well as large and small training groups.

ABC Training actively participates in World Skills competitions and works closely with the Apprenticeship Ambassadors Network.

8  
10  
Employer satisfaction: no data available  
Learner satisfaction: no data available  
Legal trading name: ABC Training Ltd  
Content maintained by ABC Training Limited

9

### Give us your feedback

This is a new service and your feedback will help us improve it. Use the link below to take part in a short survey.

[Take the survey](#)

### Content disclaimer

Skills Funding Agency cannot guarantee the accuracy of course information on this site and makes no representations about the quality of any courses which appear on the site. Skills Funding Agency is not liable for any losses suffered as a result of any party relying on the course information provided.

|   | Screen item   | What is it?       | Where do I enter this information on the course directory provider portal?   |
|---|---------------|-------------------|--|
| 1 | Provider name | Your trading name | This is automatically populated using the details from your organisation's United Kingdom Register of Learning Provider (UKRLP) record |

|       |                                      |   |   |
|-------|--------------------------------------|---|---|
| 2     | Apprenticeship name and level        | Standard or framework pathway name and level  | Add/edit apprenticeship:<br>Live Framework/Standard Name on Learning Aims Reference Service (LARS)  |
| 3     | Contact details                      | Details of how employers can contact you to find out more about the specific apprenticeship   | Add/edit apprenticeship:<br>Contact fields  |
| 4     | Training options and location        | The delivery mode(s) and where the apprenticeship is delivered  | Add/edit apprenticeship:<br>Delivery locations  |
| 5 & 8 | Training provider quality assessment | Quality metrics, currently: <ul style="list-style-type: none"> <li>• learner satisfaction</li> <li>• employer satisfaction</li> <li>• achievement rates for the relevant sector subject area (SSA2) by level, for all ages</li> </ul> | FE Choices and ESFA national satisfaction / achievement rates (other quality data will be added as the service develops)<br>This information is automatically populated |
| 6     | Apprenticeship training information  | A brief description about how you deliver the specific apprenticeship training  | Add/edit apprenticeship:<br>'Your apprenticeship information for employers'   |
| 7     | Provider information                 | Brief introductory text about your organisation<br><br>The same text will be shown for all apprenticeships  | Provider Details screen:<br>'Brief overview of your organisation for employers'   |
| 9     | Legal trading name                   | The name you are contractually known by   | Automatically populated from UKRLP  |
| 10    | Content maintained by                | You are responsible for maintaining the content and ensuring accuracy   | Provider details screen   |

## 2. Where do I start?

You can upload your apprenticeship information either manually or using the bulk upload functionality.

When updating your information manually you will need to enter the apprenticeship details one at a time – this option is better for providers who have a small number of apprenticeships.

If you choose to upload using bulk upload you can upload hundreds of apprenticeships in one go. Please see the **bulk upload data transfer section of this document** for full details on this process.

You can use both methods to update your information, however, every time you bulk upload a file, the existing information, including any changes you make manually, will be erased and replaced with the new information.

### 3. Provider details and data fields

You **must** complete this section before you can add any apprenticeships.

Every field is categorised as being either:

- **mandatory:** you **must** complete the field or you cannot submit an entry
- **optional:** the field is not mandatory, but you can complete it if you wish to

The information you enter will be available in the apprenticeship service after an overnight data refresh.

#### 3.1. Provider details

We take the details from the UKRLP shown in the blue box on this page. If you believe that the details are incorrect, please contact the [UKRLP](#).

The other details on this page come from your application to the RoATP.

To update your provider details, select **Provider Details**, then **Update the main information details**. Please make sure that your **Provider Name** is written in **Title Case (please do not use BLOCK CAPITALS)**.



## ABC Training Limited

### Main provider details

[Update the main information details](#)

There is a section under the heading **Apprenticeships** in the Provider Details section of the course directory provider portal.

Please remember to read the guidance before adding your information. [Click here to view the guidance documentation](#)

**Brief  
overview of  
your  
organisation  
for employers**  
(max 750  
characters)

Format ▾

ABC Training London Ltd based in South West London in November 2011 serves local London communities. ABC places quality care - both childcare & adult care at the very heart of mission, vision & values of the organisation. Our team of 7 dedicated teaching staff are all highly qualified long serving staff members with a shared philosophy for care & education.

Paragraphs: 1, Words: 61, Characters: 359

This is a brief description of your organisation written for **employers**. It should be accurate, clear and concise and should be relevant to all of your apprenticeships.

### National training providers

The **National training provider** checkbox appears on the Provider Details screen of the course directory provider portal. You may use this box to indicate to employers that you are a national training provider and can deliver apprenticeship training across England. The checkbox applies to all of your apprenticeship provision. You should **only** tick the



national provider checkbox if you are confident that you can meet employers' expectations about delivering apprenticeships across England.

**Ticking this box does not mean that your apprenticeship provision will automatically be found in searches. You must still enter delivery locations and catchment areas for all of your apprenticeships. You will only appear in search results if the employer enters a postcode that falls within your defined catchment areas.**

Section 4 of this document provides advice about how to add your delivery locations.

### **Brief overview of your organisation for employers**

The **Apprenticeships – Brief Overview of your Organisation for Employers** data entry box is in the **Provider Details** section. Please refer to the '[course directory provider portal: content guidance](#)' for details of the kind of information employers want to see in this box.

Click **Save** to confirm the new information.

### **3.2. Data fields**

In many cases, you will not need to change the information in these fields as we take the details from the UKRLP. If you believe that the details are incorrect, please contact the [UKRLP](#).

We have only included information in this document about fields which are relevant to apprenticeships. Please review other guidance documents on the course directory provider portal for other data entry requirements.

**You should use the upper case for the first character or letter for all address and name fields in the course directory provider portal. For example Title Case.**

#### **Provider Name**

**Character limit:** 100 characters.

**Type:** Alpha-numeric.

**Status:** Pre-populated - this will be displayed in the apprenticeship service.

**Description:** The name of your organisation. This has already been populated for you.

**Recommended Content:** The name by which employers know you.

#### **National training provider**

**Character limit:** Not applicable.

**Type:** Checkbox.

**Status:** Optional – will be displayed in the apprenticeship service.

**Description:** Indicates to employers that you are a national training provider who is willing to deliver apprenticeship training across England. This applies to all of your apprenticeship provision.

**Recommended Content:** Tick this box if you are a national training provider and you are confident that you can meet employers' expectations about delivering apprenticeships across England.

## **Apprenticeships – Brief overview of your organisation for employers**

**Character limit:** 750 characters.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** A brief introductory overview of your organisation.

**Recommended Content:** Please refer to the '[course directory provider portal: content guidance](#)' for help on how to complete this section.

## **4. Location details and data fields**

### **4.1 Location details**

Enter location Information in the **Apprenticeship** tab

Once you have entered your provider details you will need to add delivery location details. **Your apprenticeship will not be visible in the apprenticeship service until it has at least one delivery location linked to it.** If you do not add a delivery location, you will see a notification banner, like the one shown below, when you view the apprenticeship.

**Warning:** this apprenticeship is currently PENDING as it does not have any delivery locations. It will not be viewable to employers on the website.

To add a new location, **either** use the **Add new location** under the **Apprenticeship data** section on the left-hand side of the screen, or click on the **Apprenticeships** menu at the top of the screen and select **Add a new location**.

The screenshot shows the top navigation bar of the ABC Training Limited website. The navigation bar includes links for Home, Provider Details, Venues, Apprenticeships (highlighted), and Courses. Below the navigation bar, the page title "ABC Training Limited" is displayed. Underneath the title, there is a link for "Main provider details" and a link to "Update the main information details". A dropdown menu is open under the "Apprenticeships" link, showing the following options: "View all locations", "Add a new location", "View all apprenticeships", "Add a new apprenticeship", and "Edit delivery information".

Next, you need to enter information for each of your locations.

#### Add New Location

The screenshot shows the "Add New Location" form. At the top, it says "Fields marked \* are required." The form is divided into several sections: "Provider Location Id" (a text field), "Location Name \*" (a text field with a red asterisk and a red border), "Address Details" (which includes "Address line 1", "Address line 2", "Town", "County", "Post code \*" (a text field with a red asterisk and a red border), and a "Find Address" button), and "Contact Details" (which includes "Telephone" and "Email" text fields).

There are two mandatory fields, marked with a red asterisk, that you must populate; these are **Location Name** (this must be unique, and cannot be the same name as any other location name) and **Postcode**.

## 4.2 Location data fields

These fields allow you to define locations so that you can link them to specific apprenticeships.

### Provider Location ID

**Character limit:** 255 characters.

**Type:** Alpha-numeric.

**Status:** Optional – will not be displayed in the apprenticeship service.

**Description:** Your identifier for each location.

**Recommended Content:** This free text field is a code/ID specified by you to identify a particular location.

## Location Name

**Character limit:** 255 characters.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** The name you give a specific location.

**Recommended Content:** A unique name for each of your locations.

## Address Details

**Character limit:** first 5 lines are 40 characters, line 5 is 8 characters.

**Type:** Alpha-numeric.

**Status:** Postcode is mandatory. Address line 1, Address line 2, Town and County are optional.

**Description:** The **full address** or postcode of a specific location.

**Recommended Content:** Full address or postcode for each of your locations.

## Contact Details:

You do not need to complete these fields as they are not currently displayed in the apprenticeship service.

## 4.3 Delivery location information

These fields allow you to link locations to specific apprenticeships and define catchment areas for your apprenticeship delivery. You can also define the delivery modes for each apprenticeship. Delivery locations must be entered for all of your apprenticeships. **Do not** use the same postcode / location more than once for any apprenticeship as this will create duplicate listings in search results.

### Location

**Character limit:** 255 characters.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** The relevant locations for the specific apprenticeship. Location names you have created will be available to select.

**Recommended Content:** You must select the relevant delivery location from the drop-down List. You can add multiple locations to each apprenticeship.

### Catchment Radius (Miles)

**Character limit:** 3 (must contain a value between 1 and 500).

**Type:** Numeric.

**Status:** Mandatory.

**Description:** A catchment radius, expressed as a whole number of miles centred on the location's postcode.

**Recommended Content:** The catchment area, in miles, within which you are prepared to deliver the specific apprenticeship.

## Delivery Mode

**Character limit:** Not applicable.

**Status:** Mandatory.

**Description:** The way in which the apprenticeship is delivered.

**Recommended Content:** Provide up to three of the delivery mode options for the specific apprenticeship depending on how you are prepared to deliver the apprenticeship training. If you have multiple delivery modes for a particular delivery location and catchment radius, select all that apply.

- **100% Employer-based** - you will deliver all the apprenticeship training at an employer's premises within the defined catchment area.
- **Block Release** - you will deliver the apprenticeship training at your location in a block of activity, such as one week, or 2 or more weeks at a time.
- **Day Release** - you will deliver the apprenticeship training at your location in regular short intervals, such as one day a week.

For each delivery location select all the delivery modes that apply to that location; the catchment area will apply to all delivery modes for that location.

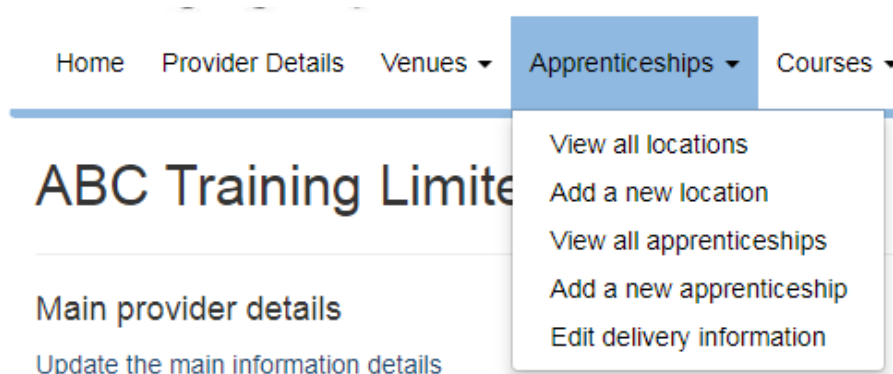
## 5. Apprenticeship details and data fields

### 5.1 Apprenticeship details

#### Add Apprenticeship Information

To add a new apprenticeship, **either** use the **Add a new apprenticeship** link under the **Apprenticeship** data section on the left-hand side of the screen, or click on the **Add a new apprenticeship** option from the Apprenticeships menu.

You must only add information about apprenticeships which are **currently available** for delivery, and which you are able to offer to employers.



You will need to enter a relevant standard or framework pathway from the list of available apprenticeships. As you start to type the name of an apprenticeship from the **Live Framework / Standard Name on LARS** field, the system will auto-populate the results for you to select.

#### Add New Apprenticeship

Your apprenticeship information will not be displayed on the digital apprenticeship service as the 'Current contract with the SFA' checkbox has not been ticked. Click [Edit Provider](#) to change.

Fields marked \* are required.

Live Framework / Standard Name on LARS \*

Please remember to read the guidance before adding your information. Click [here](#) to view the guidance documentation

Your Apprenticeship Information for Employers \* (max 750 characters)

Your Apprenticeship Website

Your Apprenticeship Contact Email \*

Your Apprenticeship Contact Telephone \*

Your Apprenticeship Website "Contact Us" Page

[Create and Add Delivery Location](#)

Please refer to section 5.5 of this document for further information about these fields. Click on the **Create and Add Delivery Location** button to link a location to the apprenticeship; please refer to section 4.3 of this document.

**Your apprenticeship will not be visible in the apprenticeship service until it has at least one delivery location linked to it.**

## 5.2. Link an Apprenticeship to a Location

Once you have created your locations, you can link relevant locations to each apprenticeship by selecting from the drop-down list.

You will also need to complete the **Catchment Radius** and **Delivery Mode** fields for each delivery location.

### Add New Delivery Location

Fields marked \* are required.

**Apprenticeship** Construction Building - Advanced level apprenticeship - Wood Occupations

**Location \*** ? SFA Nottingham Create New Location

**Catchment Radius (miles) \*** ? 25

**Delivery Mode \*** ?

- ☒ 100% Employer Based
- ☒ Block Release
- ☒ Day Release

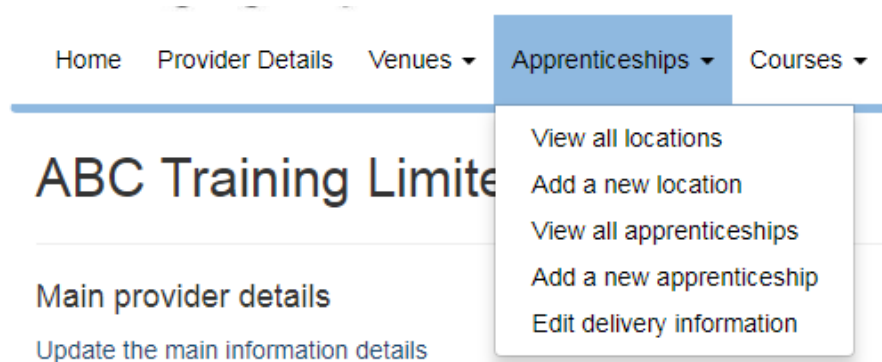
Create Create and Add Another Delivery Location

You can then click **Create** to only create one delivery location or **Create and Add Another Delivery Location** to create multiple delivery locations for this apprenticeship.

## 5.3. Edit apprenticeship Information

To edit an apprenticeship, click on **Apprenticeships** and **View all apprenticeships**.

Then click the **Edit** button for the apprenticeship that you want to change.



Fields marked \* are required.

Live Framework / Standard Name on LARS \*  
Advanced Manufacturing - Machinist (Advanced Manufacturing Engineering) - Level 3

Your Apprenticeship Information for Employers \* (max 750 characters)

ABC Training had four learning centres across the Midlands all fitted out with modern, well-equipped classrooms and workshops.  
Your Manufacturing Engineer apprentices will benefit from:

- the highest quality of teaching by qualified and experienced industry experts
- classroom-based study using the latest computer-aided programmes
- high-tech, well-equipped workshops where 'hands-on' skills will be honed

Paragraph: 5, Words: 55, Characters: 403

Your Apprenticeship Website Page  
http://www.abc-td.co.uk/ManufacturingEngineer

Your Apprenticeship Contact Email \*  
contactus@abc-td.co.uk

Your Apprenticeship Contact Telephone \*  
01234 567890

Your Apprenticeship Website "Contact Us" Page  
http://contactus-abc-td.co.uk

Save Archive Delete

Make any changes directly into the applicable field(s) and click **Save** to keep your changes.

You may also scroll to the lower-half of the screen to make changes to the specific apprenticeship delivery location, radius or delivery mode details. Click **Edit** to make a change.

#### Edit Delivery Location

Fields marked \* are required.

Apprenticeship  
Advanced Manufacturing - Machinist (Advanced Manufacturing Engineering) - Level 3

Location \*  
Coventry

Create New Location

Catchment Radius (miles) \*  
30

Delivery Mode \*  
☐ 100% Employer Based  
☒ Block Release  
☐ Day Release

Save Archive Delete

Make any changes directly into the applicable field(s).

If the location you want does not exist in the drop-down list, you can also create a new one from this screen by clicking on the **Create New Location** link.

#### Add New Delivery Location

Fields marked \* are required.

Apprenticeship  
Advanced Manufacturing - Machinist (Advanced Manufacturing Engineering) - Level 3

Location \*  
Please Select

Create New Location

Catchment Radius (miles) \*

Delivery Mode \*  
☐ 100% Employer Based  
☐ Block Release  
☐ Day Release

Create Create and Add Another Delivery Location



#### 5.4. Archive, delete or change the status of an apprenticeship

If you haven't linked at least one delivery location to an apprenticeship, we will give it a 'pending' status and it will not be displayed in the apprenticeship service. To change an apprenticeship from pending to live you will need to click the **Edit** link against the pending apprenticeship on the **View All Apprenticeships** screen and add one or more locations.

You can **delete** or **archive** specific apprenticeships. Deleting an apprenticeship will remove it from the course directory provider portal. Archiving an apprenticeship will change the status to 'archived' and it will no longer be displayed in the apprenticeship service.

Archived apprenticeships will still be visible on the course directory provider portal and you can reactivate them by clicking **Unarchive Selected** on the **View all Apprenticeships** screen. Click **Save** to keep the changes. You can also delete, archive and unarchive delivery locations.

#### 5.5. Apprenticeship Data fields

##### Live Framework / Standard Name on the Learning Aims Reference Service (LARS)

**Character limit:** Not applicable.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** A pre-populated drop-down list of all apprenticeship standards and framework pathways available for delivery.

**Recommended Content:** You must select the relevant apprenticeship standard or framework pathway from the list.

##### Your Apprenticeship Information for Employers

**Character limit:** 750 characters.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** Information about how your organisation delivers the specific apprenticeship which employers might find useful.

**Recommended Content:** Please refer to the '[course directory provider portal: content guidance](#)' for help on completing this section.

##### Your Apprenticeship Website Page

**Character limit:** 255 characters.

**Type:** Alpha-numeric.

**Status:** Optional - will be displayed in the apprenticeship service if you add information.

**Description:** A full URL (http://) from your website, providing more information about the apprenticeship.

**Recommended Content:** A link (in order of preference) to **employer-focused** content on your organisation's website about:

- the specific apprenticeship, targeted at employers, not potential apprentices, or
- your apprenticeships in general, targeted at employers, not potential apprentices, or
- your general offer for employers, or
- your home page

This field should include the full URL address, including http://.

### **Your Apprenticeship Contact Email**

**Character limit:** 255 characters.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** A contact email address for employers for the specific apprenticeship.

**Recommended Content:** Your organisation's email address (ideally, not named individuals) for handling employer queries about an apprenticeship.

### **Your Apprenticeship Contact Telephone**

**Character limit:** 30 characters.

**Type:** Alpha-numeric.

**Status:** Mandatory – will be displayed in the apprenticeship service.

**Description:** A telephone number for employers for the specific apprenticeship.

**Recommended Content:** Your organisation's telephone number for handling employer queries about this apprenticeship.

### **Your Apprenticeship Website 'Contact Us' Page**

**Character limit:** 255 characters.

**Type:** Alpha-numeric.

**Status:** Optional - will be displayed in the apprenticeship service if you provide information.

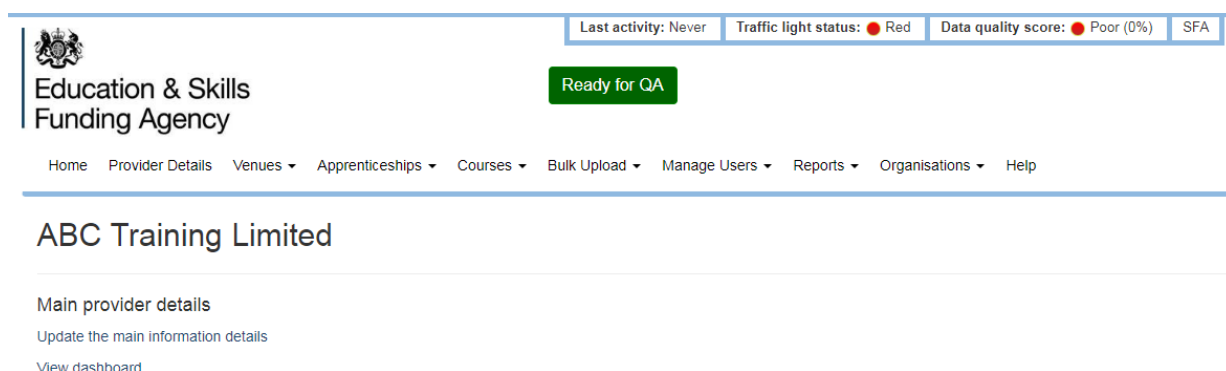
**Description:** A full URL to your 'Contact us' page for employers.

**Recommended Content:** A URL to a 'Contact us' page on your organisation's website where an employer can enquire about this apprenticeship. This field should include the full address, including http://.

## **6. Data quality assurance**

This is for providers who are **new to the RoATP** and submitting their apprenticeship information for the **first time**. If you already have your apprenticeship information displayed in the apprenticeship service, you do not need to complete this page.

Once you have entered all your apprenticeship data, you need to submit your data for quality assurance by clicking the 'ready for QA' button. This button appears at the top and at the bottom of the screen.



We will quality assure your information and contact you to let you know the results. We may ask you to make some changes if your information does not comply with the [course directory provider portal: content guidance](#).

For providers who already have their apprenticeship information displayed in the apprenticeship service, we will make regular sample checks on the quality of the data in the service.

## 7. Bulk upload data transfer user guide

### 7.1. Introduction

Bulk upload allows you to upload all your apprenticeship training data in a single file. The Comma Separated Values (CSV) format used is a series of rows and columns. It can be exported from many information management systems, or easily prepared using spreadsheet programmes such as Microsoft Excel. Preparing your first bulk upload will take some work, but once you have set it up, it's an easy way to keep all your apprenticeship information up to date. You can find the formatting instructions for the Overview of your Organisation text and Apprenticeship Information for Employers text in APPENDIX A: Bulk Upload Text Formatting Guide of this document.

A bulk upload of your **apprenticeship** training data will not change any course data you have in the course directory. There is a separate set of instructions on how to bulk upload course data; you can find these through the help page on the provider portal.

### 7.2. Invalid characters

Certain characters are not accepted when performing a bulk upload. For example:

- ^
- -

- –
- \
- { or }
- [ or ]
- - (hyphens must be - )
- ' (apostrophes must be ' )

### 7.3. Mandatory fields

The mandatory fields for successful bulk upload are as follows.

| Providers                           | Locations          | Apprenticeships<br>(Framework)   | Apprenticeships<br>(Standard)    | Delivery<br>Locations |
|-------------------------------------|--------------------|----------------------------------|----------------------------------|-----------------------|
| GENERIC_<br>APPRENTICESHIP_<br>INFO | LOCATION_ID*       | APPRENTICESHIP_ID*               | APPRENTICESHIP_ID*               | APPRENTICESHIP_ID*    |
|                                     | LOCATION_<br>NAME* | FRAMEWORK_CODE                   | STANDARD_CODE                    | LOCATION_ID<br>*      |
|                                     | POSTCODE*          | FRAMEWORK_PROG_TYPE              | STANDARD_VERSION                 | RADIUS_(MILES)*       |
|                                     |                    | FRAMEWORK_PATHWAY_<br>CODE       | APPRENTICESHIP_<br>DELIVERY_INFO | DELIVERY_MODES*       |
|                                     |                    | APPRENTICESHIP_DELIVERY_<br>INFO | CONTACT_EMAIL*                   |                       |
|                                     |                    | CONTACT_EMAIL*                   | CONTACT_PHONE*                   |                       |
|                                     |                    | CONTACT_PHONE*                   |                                  |                       |

### 7.4. Bulk upload data fields

The data fields below are only required for the bulk upload and are in addition to any of the data fields described in section 2 of this document.

#### Apprenticeships (Standard)

**Character limit:** Not applicable.

**Bulk Upload file column header:** STANDARD\_CODE, STANDARD\_VERSION.

**Type:** Numeric.

**Status:** Mandatory for apprenticeship standards.

**Description:** The LARS standard code and version of the apprenticeship.

**Recommended Content:** Refer to Appendix B of this document for a list of apprenticeship standards.

### **Apprenticeships (Framework)**

**Character limit:** Not applicable.

**Bulk Upload file column header:** FRAMEWORK\_CODE,  
FRAMEWORK\_PROG\_TYPE, FRAMEWORK\_PATHWAY\_CODE.

**Type:** Numeric.

**Status:** Mandatory for apprenticeship framework pathways.

**Description:** The LARS framework code, programme type and pathway code for the apprenticeship.

**Recommended Content:** Refer to Appendix B of this document for a list of apprenticeship frameworks.

### **Apprenticeship ID**

**Character limit:** 50 characters.

**Bulk Upload file column header:** APPRENTICESHIP\_ID\* **Type:**  
Alpha-numeric.

**Status:** Mandatory.

**Description:** A unique identifier for the apprenticeship used by you.

**Recommended Content:** The APPRENTICESHIP\_ID entered in the

**Apprenticeships** section must be entered against at least one **Delivery Location** in order to link apprenticeships and delivery locations together.

### **Location ID**

**Character limit:** Not applicable.

**Bulk Upload file column header:** LOCATION\_ID\* **Type:**  
Numeric.

**Status:** Mandatory.

**Description:** A unique identifier for the location used for an apprenticeship.

**Recommended Content:** This must be a Location ID from the locations(s) you have on the system.

### **Provider Information**

The provider section in the bulk upload file is not mandatory, apart from the GENERIC\_APPRENTICESHIP\_INFO field. If any of the fields are not populated, they will be auto-populated with the information held on the UKRLP.

## 7.5. Delivery locations: linking apprenticeships to locations

The Bulk Upload file requires two fields to be populated in order to link apprenticeships to locations. These are as follows.

**APPRENTICESHIP\_ID\***: This is entered in the Apprenticeships section under the APPRENTICESHIPS\_ID\* field (that is, framework or standard) and must be a unique value created by you. The relevant APPRENTICESHIP\_ID\* entered in the Apprenticeships section must then be entered in the Delivery Locations section under the APPRENTICESHIPS\_ID\* field at least once to enable Apprenticeships and Locations to be linked together.

**LOCATION\_ID\***: This is entered under the Locations section in the LOCATION\_ID\* field and must be a unique value created by you. The relevant LOCATION\_ID\* entered in the Locations section must then be entered under the Delivery Locations section in the LOCATION\_ID\* field next to the relevant APPRENTICESHIP\_ID\* field **at least once** to ensure that the required link between an apprenticeship and a location is made to create a delivery location.

### Delivery modes

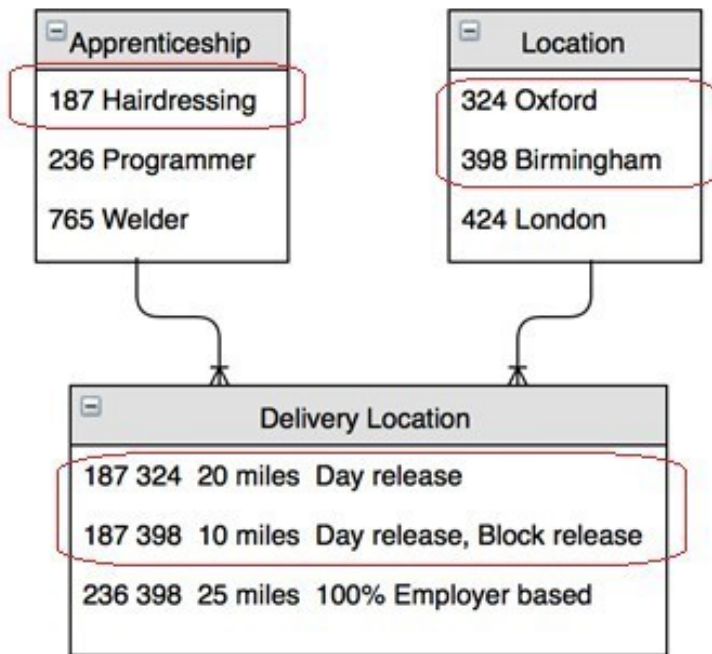
For the DELIVERY\_MODES\* field under Delivery Locations, you will need to supply one or more codes. These codes are as follows.

| Delivery Mode       | Bulk Upload Code |
|---------------------|------------------|
| 100% Employer-based | DM1              |
| Day Release         | DM2              |
| Block Release       | DM3              |

For the bulk upload, please separate each delivery mode that applies with the 'pipe' (|) character.

### Radius

Enter a catchment radius, in miles, in the relevant RADIUS\_(MILES)\* field.



The example in the diagram above shows how hairdressing (Apprenticeship ID 187) is delivered in Oxford (Location ID 324) by day release and in Birmingham (Location ID 398) by day release and block release.

## 7.6 How to bulk upload your apprenticeship data

Each time you upload your apprenticeship data, **all existing apprenticeship training data will be deleted and replaced with the new upload.**

If you are creating your CSV file for the first time, clicking on the Download Current Provision as CSV button will download a template containing your basic provider details. You can then add your information to this template and save it locally.

Once you have created and saved the file in CSV format, please follow the steps below.

Click on the browser/choose file button, select the file you want to upload and click open; this will highlight the file on the portal. Check the tick box that you agree for the new file information to replace the existing data and click on the upload button.

## Bulk Upload Apprenticeship Data

Bulk upload allows you to upload all your provision in a single file. If you've not bulk uploaded before, please [click here](#) to read the detailed instructions.

The table below has a summary of your current provision.

| Offered for   | Apprenticeships | Delivery Locations |
|---|-----------------|--------------------|
| ABC Training Limited  | 3               | 3                  |
| <div>Download Current Provision as CSV</div> <p>Warning: The following will NOT be included in the downloaded csv file:</p> <ol style="list-style-type: none"> <li>Any apprenticeships/locations/delivery locations with a validationStage of 'Archived' or 'Pending'.</li> <li>Any invalid apprenticeships/locations/delivery locations which you uploaded are not published on the site.</li> </ol> <p>These will be lost if you then Bulk Upload the file.</p> |                 |                    |

### Upload a new file

Click Browse and select your bulk upload file. Click upload.

Choose File No file chosen

☐ I understand this replaces all existing data for each group of apprenticeships offered by a single organisation/provider.

Upload

## 7.7. Templates and file formats

Bulk upload files are in Comma Separated Values (.csv) format with a defined column and section order. You can review a blank example with headers by clicking on the [CSV Template for Apprenticeship Bulk Upload link](#) or see an example with test data by following the [Organisation CSV Template for Apprenticeship Bulk Upload link](#). This page always has the latest versions. Previous versions may not work. Take careful note of the following.

- Your file must have four sections running vertically, which you must present in the following order – **Providers**, then **Locations**, then **Apprenticeships** and then **Delivery Locations**. The easiest way to make sure you upload the correct file format is to first download your current training data and save it locally.
- Headers for each section should read exactly as they are in the template, including the \* where it is shown.
- Each section should include all data items for that section: **Locations** section should have ALL locations, **Apprenticeships** section should have ALL apprenticeships, and so on.
- Each location and apprenticeship should have a unique identifier, stored in the LOCATION\_ID\* and APPRENTICESHIP\_ID\* columns in the relevant section. Neither field is in the manual entry data standards. They are only used for the bulk upload and will be discarded after the file is loaded – they're simply there to enable the successful processing of your file. This may be any identifier you choose. If you've already got a unique identifier in your own system, use this; if not, you can use numbers.



- All columns need to be present in the file (even if they have no data in them) and in the same order as the example files.

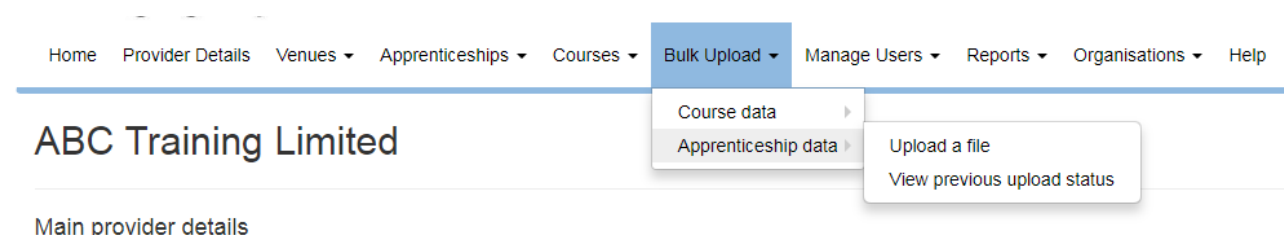
|                    |                      |                   |                   |
|--------------------|----------------------|-------------------|-------------------|
| Locations          |                      |                   |                   |
| LOCATION_ID*       | PROVIDER_LOCATION_ID | LOCATION_NAME*    | ADDRESS_1         |
| 41007              |                      | Location number 3 | 1 VICTORIA STREET |
| 41008              |                      | Location 1        | CHEYLESMORE HOUSE |
| Apprenticeships    |                      |                   |                   |
| APPRENTICESHIP_ID* | STANDARD_CODE        | STANDARD_VERSION  | FRAMEWORK_CODE    |
| 61307              |                      |                   | 460               |
| 61308              | 4                    | 1                 |                   |
| 61309              |                      |                   | 611               |
| Delivery Locations |                      |                   |                   |
| APPRENTICESHIP_ID* | LOCATION_ID*         | RADIUS_(MILES)*   | DELIVERY_MODES*   |
| 61307              | 41007                | 25                | DM1 DM3           |
| 61307              | 41011                | 25                | DM1 DM2 DM3       |
| 61308              | 41008                | 50                | DM1 DM2 DM3       |

- Include your catchment radius distance in miles and the relevant delivery mode(s) as shown above using the bulk upload codes outlined in section 4.5.

## 7.8 Review errors and re-upload if necessary

If your file contains errors, the entire file will be rejected and no data will be published. You are likely to have errors the first time you try an upload, and may need more than one attempt to get it exactly right.

To view the errors, either click on view previous upload status under the bulk upload tab or click **View Upload Status** on the notification screen you will see after you have uploaded your file.



If your file contains errors, they will be identified under the **Status** column with the status being '**Failed Validation at Stage x of y**'. Click under the corresponding link in the **File Name** column to see the upload summary.

## Latest files uploaded

10 records per page

Print Show / hide columns

Search: Search

| Uploaded date    | File Name                                   | Status                            | User Name   | Download  |
|------------------|---|-----------------------------------|-------------|-----------|
| 27/07/2016 12:14 | ABC Training Limited_Apprenticeships-2.csv  | Published                         | Michael Fee | Available |
| 27/07/2016 12:13 | ABC Training Limited_Apprenticeships-2.csv  | Published                         | Michael Fee | Available |
| 27/07/2016 12:09 | ABC Training Limited_Apprenticeships-2.csv  | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 27/07/2016 12:06 | ABC Training Limited_Apprenticeships-2.csv  | Failed Validation at Stage 3 of 4 | Michael Fee | Available |
| 19/07/2016 22:08 | ABC Training Limited_Apprenticeships.csv    | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 19/07/2016 22:06 | ABC Training Limited_Apprenticeships.csv    | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 30/06/2016 13:54 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 3 of 4 | Michael Fee | Available |
| 30/06/2016 13:53 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 3 of 4 | Michael Fee | Available |
| 30/06/2016 13:49 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 30/06/2016 13:48 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 3 of 4 | Michael Fee | Available |

Showing 1 to 10 of 66 entries

First Previous 1 2 3 4 5 6 7 Next Last

Click on the green box which will open up a summary of your errors. The error list is broken down into provider, location, apprenticeship and delivery location errors and, where possible, a line number is given.

### Upload summary

|               |  |
|---------------|--|
| File Name     | ABC Training Limited_Apprenticeships-2.csv |
| User Name     | Michael Fee                                |
| Date uploaded | 27/07/2016 12:19                           |
| Stage         | Failed Validation at Stage 3 of 4          |

Apprenticeships: 1 error, 0 warnings, 0 notices

View the errors and make the necessary changes directly to the CSV file as outlined under the **Details** column. Once you have made the changes, re-attempt the bulk upload: **Bulk Upload – Apprenticeship data – Upload a file – Choose File – Upload**. The bulk upload will only fail if you have **Error** recorded under the 'notification type' column; a **Warning** notification type will not result in a failed bulk upload attempt.

10 records per page

Print Show / hide columns

Search: Search

| Notification Type | Line Number | Column Name                   | Column Value  | Provider Id | Details                            |
|-------------------|-------------|-------------------------------|---|-------------|------------------------------------|
| Error             | 22          | APPRENTICESHIP_DELIVERY_INFO* | ABC Training has four learning centres across the Midlands all fitted out with modern, well-equipped classrooms and workshops. Your Manufacturing Engineer apprentices will benefit from: * the highest quality of teaching by qualified and experienced in ... | 307290      | Character exceeds size limit : 750 |

Notification Line Number Column Name Column Value Provider Details

You will be sent an email after you have uploaded the file to confirm the status of the upload.

## Appendix A: Bulk upload text formatting guide

The GENERIC\_APPRENTICESHIP\_INFO and APPRENTICESHIP\_DELIVERY\_INFO free text fields in both the Providers and Apprenticeships sections allow limited formatting of their contents, summarised in this table and described in more detail below.

| Formatting    | Prefix text with | Example  |
|---------------|------------------|--|
| Heading 3     | ###              | ### This is a heading  |
| Bulleted List | *, + or -        | * Red or + Red or - Red<br>* Green or + Green or - Green<br>* Blue or + Blue or - Blue |
| Numbered List | 1., 2., 3., etc. | 1. Red<br>2. Green<br>3. Blue  |

### Paragraph

A paragraph consists of one or more lines of text separated by one or more blank lines.

### Heading

We will only allow Heading 3. To add a heading to your content, at the start of a new line prefix the heading text with ###. For example:

### This is a Heading

### Bulleted lists

To add a bulleted list to your content, prefix each line with an asterisk, a plus sign or a hyphen. For example:

\* Red    + Red    - Red  
\* Green   + Green   - Green  
\* Blue    + Blue    - Blue

On the apprenticeship service, all of the above will be displayed as follows.

- Red
- Green
- Blue

You can separate items in the list with blank lines or include paragraphs of additional text.

### **Numbered lists**

To add a numbered list, prefix each line with a number followed by a full stop. For example:

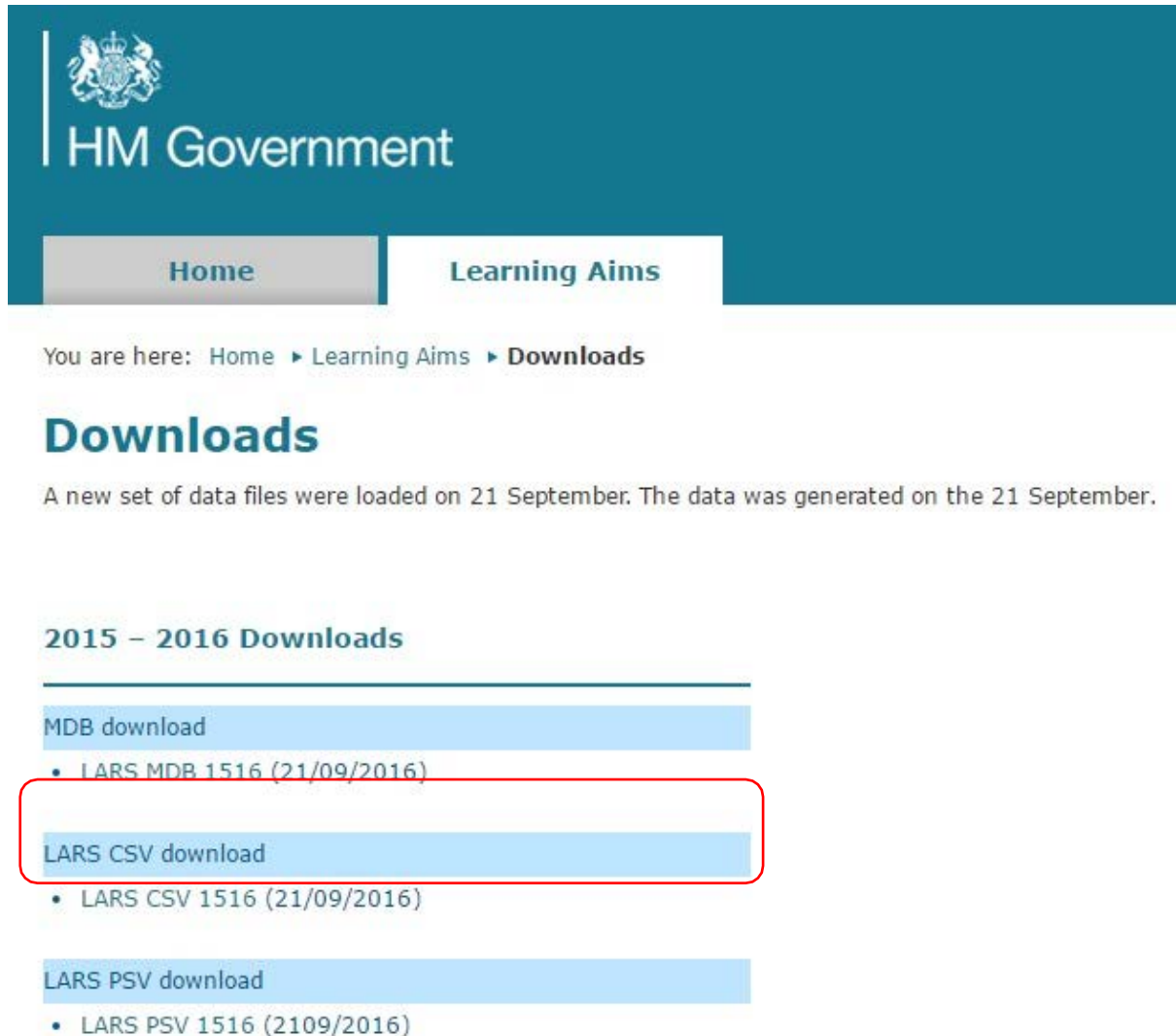
1. text
2. text
3. text

Items will always be formatted with the numbering starting at one regardless of the actual numbers you specify. You can separate items in the list with blank lines or include paragraphs of additional text.

## Appendix B: Apprenticeship standard and framework pathway codes

You can find a list of the latest apprenticeship standard and framework pathway codes in the download files on the [Learning Aims site](#).

Click LARS CSV download.



HM Government

Home Learning Aims

You are here: Home ► Learning Aims ► Downloads

## Downloads

A new set of data files were loaded on 21 September. The data was generated on the 21 September.

### 2015 – 2016 Downloads

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MDB download

- [LARS MDB 1516 \(21/09/2016\)](#)

LARS CSV download

- [LARS CSV 1516 \(21/09/2016\)](#)

LARS PSV download

- [LARS PSV 1516 \(2109/2016\)](#)

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